



Family Resource Center Association

Job Title: NW Outreach Food Security Coordinator

Reports To: Director of Strategic Partnerships

Hours: 30 hours per week with Benefits

Employment: At Will

FLSA Status: Non-Exempt

Date Posted: February 20, 2026

About the Family Resource Center Association

The Family Resource Center Association's (FRCA's) vision is for a Colorado in which every family is thriving and self-reliant. Our mission is to strengthen families through partnership and collaboration. Learn more about us at www.cofamilycenters.org.

Position Summary

The Northwest Food Security Coordinator is responsible for offering organizational outreach capacity building related to food security and SNAP outreach and enrollment activities across the Northwest region of Colorado. This will be done through direct community outreach and coordinating with known community partners in the region, as well as establishing and building new community partnerships. Training on SNAP will be provided.

Working Relationships

Internal Relationships: FRCA staff and Board members.

External Relationships: Family Resource Center Directors and staff; community stakeholders, community individuals and families.

Essential Duties and Responsibilities

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily.

Food Security Outreach

- Achieve and maintain required training certifications to facilitate SNAP enrollments and recertification. FRCA will provide access to required training.
- Conduct outreach activities to connect with families and individuals for SNAP and food access education (social media, flyers, tabling at community events, etc.)
- Build strong partnerships in the Northwest region with collaborating agencies and organizations through regular correspondence (phone, email, meetings).
- Offer organizational outreach capacity building to community partners via technical assistance, information transfers, learning collaboratives, group webinars, meetings, and convenings.

Grant Administration

- This position will plan and execute grant key deliverables, track grant goal progress, and communicate in writing the success of the project.
- In collaboration with FRCA staff, track grant spending regularly, as outlined in approved budget.
- Build strong partnerships with Hunger Free Colorado program staff, including active participation in monthly status meetings.

- Contribute to grant reporting process by completing and submitting any required programmatic reports showing outcomes and completed milestones.

General Tasks and Responsibilities

- Manage customer satisfaction with the project, identifying and resolving issues as necessary.
- Actively participate in meetings in a positive, problem-solving manner.
- Maintain professionalism in line with FRCA policies and standards.
- Participate in FRCA committees and workgroups as needed.
- Represent FRCA in meetings that promote visibility and credibility of FRCA, Member Centers, and food security efforts.
- Maintain high level of confidentiality as it relates to the agency and all records/documents.
- Ability to work flexible hours when needed, including occasional planned overnight travel within the state.
- Perform other project coordination, support, management, or administrative duties as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Preferred Qualities

The preferred qualifications listed below are representative of the knowledge, skill, and/or ability FRCA is seeking.

- Minimum of 2 years of related work experience in the Human Service field working with diverse populations.
- Comfortable with actively reaching out to new contacts in-person, on the phone, and via email to share information and identify possible partnerships.
- Must be proficient with Google Suite, Microsoft Office Suite, and virtual meeting platforms.
- Ability to work independently with strong decision making and critical thinking skills to manage multiple tasks, and to assess and change priorities based on agency needs.
- Experience in food security and/or nonprofit program outreach a plus.
- Demonstrated experience in project management including project development and reporting, including ability to communicate effectively, both written and verbally.
- Demonstrated strong interpersonal and customer service skills, shown by ability to establish and maintain interpersonal relationships with others including peers, internal and external managers, community groups, and other partners.
- Demonstrated experience providing coaching or technical assistance offerings to diverse stakeholders.

Other Information

Successful applicant will be asked to authorize a DMV record and other background checks, including e-Verify, before employment is approved.

Work Schedule and Compensation

- This position is 30 hours per week, hourly employee.
- The work schedule will be determined based upon project deliverables.
- Pay Rate Range: \$27.00 - \$29.50 per hour depending on experience.

- This position is designed for a person living in the Northwest region of Colorado. This position will be based partially from a home-based office and partially out in the community. The target area of outreach is the Northwest region, largely focused north of I-70 and west of the front range. Occasional overnight travel to Denver Metro Area will be required with advanced notice.
- Applicant must have access to reliable transportation as this position requires travel. Mileage will be reimbursed.
- FRCA offers a generous benefits package, including:
 - Partial coverage of health benefits
 - Paid vacation days and sick time. Employees begin accruing vacation and sick time on their first day.
 - Two floating holidays in addition to ten paid holidays.
 - 401K retirement plan.

Hiring

FRCA is an Equal Opportunity Employer. We cherish diverse lived experiences and strongly encourage all interested, qualified candidates to apply, including those with nontraditional backgrounds. We don't want to miss great candidates. Don't let doubt deter you from joining our team.

To apply, please submit the following to info@cofamilycenters.org with "NW Outreach" in the subject line: 1) Cover letter addressing how your specific employment experience fits this position, and 2) Resume.